



**Trinity Utilities Committee
Tuesday, May 02, 2006
7:00 P.M.**

The Utilities Committee held its regularly scheduled meeting on Tuesday, May 02, 2006 at 7:00 pm at Trinity City Hall for the purpose of discussion, review and action for items listed on their Agenda.

MEMBERS PRESENT: Chairman, Lloyd Brown; Committee Members, Bobby Campbell, Kelly Grooms, Jay Morrow, and Tommy Johnson.

MEMBERS ABSENT: Mickey Callahan, and Mike Robertson.

COUNCIL LIAISONS PRESENT: Barry Lambeth.

OTHERS PRESENT: Mayor Andrews; City Manager, Ann Bailie; City Clerk, Debbie Hinson; City Planning/Zoning and Code Enforcement Administrator, Adam Stumb; City Engineer, Randy McNeill, Davis-Martin-Powell and Associates, and members of the audience.

ITEM 1. Welcome

Chairman Brown called the May 02, 2006 Utilities Committee Meeting to order at 7:07 pm and welcomed everyone in attendance.

ITEM 2. Review and Approve Minutes of March 07, 2006 Utilities Committee Meeting

Chairman Brown called for any corrections, deletions, or additions to the March 07, 2006 minutes. Hearing none, Chairman Brown called for a motion to approve the minutes.

Committee Member Johnson made a motion to approve the March 07, 2006 minutes of the Utilities Committee as written. Committee Member Morrow seconded the motion. The motion and second were approved unanimously by all Committee Members present.

Unfinished Business

NONE

New Business

ITEM 3. Sewer Extension Reimbursement Policy

Chairman Brown opened this item and turned the discussion over to Manager Bailie.

Manager Bailie advised members that she had received some inquiries from developers in general asking if they wanted to develop a piece of property and city sewer was available but would require the developer to extend the lines to their property would there be any consideration in some type of reimbursement for development that may make connection along the extension from the city location to their property. She discussed an e-mail exchange from Farmville concerning this type of development and asked members if they wished to consider something similar to this example for the City of Trinity.

As shown this memorandum of agreement is on a project that allows the town to charge a sewer acreage fee of \$3,000.00 per acre for sewer customers adjacent to the property for a period of 10 years. Funds generated by the acreage fee will be split among various parties. She asked members if they felt Trinity should develop a policy and for their thoughts for provisions of such a policy.

Chairman Brown discussed the way the sample policy was written and the fact that no reimbursement would be made unless another developer tapped into the portion covering vacant properties and that the developer that tapped into the extension would be the party that paid the fees for acreage and not something that was funded by the City budget. Manager Bailie advised members that the current Ordinance requires the developer to pay the costs of their sewer. We are not suggesting that the city making contributions at this time. We are looking for interest from this committee to develop a policy that addresses other property owners tying into the line that the original developer paid to extend in order to pay a reimbursement charge to the original developer that installed the line. Manager Bailie and members discussed current City requirements in regards to the size of line installed by the developer. Manager Bailie advised members the City would require the developer to install the size of line the City feels is needed. The line size required is often larger than what is needed to serve his property. In this case the city will often times pay the difference.

There was discussion between members and Manager Bailie concerning the proposed idea to have a second developer that taps into a line already installed to make payment to the original developer as well as how the fees would be established. Manager Bailie discussed her feelings on when the fees should be paid. If one developer fronts the money for the original extension then the second developer needs to pay at the time they tap into the line. We will need to develop a Capital Recover Fee for this purpose to charge to subsequent developers tapping onto the original line that the developer paid to install. This can be either a dollar or percentage amount. Acreage Fees seems to be the most common way that other municipalities address the situation. At this time I do not have a recommendation as to what the fee needs to be set at. Manager Bailie advised members if there was consensus and interest in looking at this type of policy that she would continue to gather information and prepare a draft policy for their review.

The next item discussed was an agreement concerning annexation of properties that may want to tie into the city sewer line that is not currently inside the City Limits. Manager Bailie shared with members an agreement in place between a city and a developer for service to non-annexed property. This will give you something to review and will illustrate to you the types of items that are dealt with in this type of agreement.

We are discussing extending services at this time and do not need to deal with annexation issues at this time. Manager Bailie advised members her interest was in if the City should develop a way to reimburse a developer for his investment and if so how we should reimburse the developer.

Members and Manager Bailie discussed when or if the city would take over the project and be responsible for future maintenance. Manager Bailie advised members that currently the City required that any sewer system installed by a developer be dedicated to the City. It must be built to our standards and specification. There is a one (1) year warranty period during which time the developer is responsible for all maintenance. After that year the developer then dedicates the lines to the City.

It was the consensus of the Committee Members that Manager Bailie pursues these items and presents a draft for review.

ITEM 4. Required Connection to Sewer System/Billing Procedures

Chairman Brown opened this item and turned discussion over to Manager Bailie

Manager Bailie discussed with members the City requirement that residents tie into the sewer system and the problem of enforcing this requirement. The City Council has begun setting deadlines at

which time the resident can pay for a tap fee at a discounted rate. The sewer line is then constructed and will be inspected and ready for service. Our current policy states that a resident must connect within six (6) months of the completion of the system. We have tried to work with those residents that have not adhered to this policy by setting up some procedures that include monthly billing to those residents that have not paid their tap fees and have received some response. The Council however did approve setting a deadline for connection and for those who were not connected by that deadline could be billed whether connected or not. We pursued this avenue and have been billing them a \$37.50 flat rate per month. Manager Bailie advised members that she felt these customers should be billed based on their water consumption as we do our other residents. She discussed the interpretation of Item # 3 in the Current Sewer Use Ordinance and the fact that this item does not identify how the resident will be billed or what the billing will be based upon. What I have provided for you is the current rate and fee schedule. The portions underlined are new or moved, portions that are crossed out are areas that have been moved or changed altogether. The changes do not affect the rate and simply cleans up the language and makes our Ordinance more readable.

Manager Bailie asked members to review these changes prior to the June Meeting at which time they could consider recommendation of these changes to the City Council.

There was discussion concerning the change on Page 1, Item 3. Manager Bailie advised members this was a change and where she would like guidance from members. Manager Bailie discussed some problems in acquiring easement from a small lot in the Darr Road Area and how this change would help address problems of this nature. There was discussion between members concerning how this item seemed to be tying acquisition and tap fees together. Manager Bailie advised members that this would apply to future Rights of Way Acquisitions and would not apply to those currently under negotiation. There was further discussion between members concerning the change of this language and other recommended changes. Members and Manager Bailie discussed the procedures currently used in advising citizens of Council's decisions when establishing deadlines.

After discussion Manager Bailie asked members to review the proposed changes for discussion and input at their next meeting.

The next item discussed by Manager Bailie was adding language into the City Ordinances that requires a developer to stub out the sewer line in a logical location from their development that will allow the next person to tie onto the system. It is my belief that this location would be on the property line.

There was discussion between members, Manager Bailie and Mr. McNeill, concerning how to add or stipulate requirements that will allow another developer to tie onto the existing sewer line. Mr. McNeill advised members this stipulation could be part of the site plan approval. He discussed the procedures used by the City of High Point. They do not require the developer to extend the sewer line to the property line but do require the developer to install the sewer where he needs it and to provide an easement so the sewer can be extended in the future. It is normal to see easements but not sewer line installation to the property line. This stipulation would fit in the setbacks as a Utility Easement. It would prevent anyone from building on the easement or if shrubbery is installed and the line is extended the replacement of the shrubbery is not required. If there is a logical place for extensive extension, easements would need to be acquired and dedicated as part of the project.

After further discussion, it was the consensus of the members that the logical place for the stub out as well as the easements be determined by the engineers.

ITEM 5. Sewer Update

After Chairman Brown opened this item Mr. McNeill reviewed the sewer update that included the monthly project progress report. Mr. McNeill discussed with members the methods used by the contractor while installing sewer lines and sewer taps in the Phase 1 and Colonial Heights projects. The contractor has installed all of the sewer mains for Phase 1 extensions but has not completed all of

the taps. Mr. McNeill discussed drainage problems at the meter station and pump stations as well as the time extension granted to Terry's Plumbing for Colonial Heights and how the City plans to proceed with this contractor.

ITEM 6. Street lighting Update

After Chairman Brown opened this item, Manager Bailie advised members that the City Council approved the recommendations forwarded by this board for lighting on both sides of Finch Farm Road and Hopewell Church Road at Interstate 85 as well as street lighting on Ronniedale, Fairview Church, Meadowbrook, and Turnpike Roads.

Manager Bailie advised members that she had not received a response to her e-mail from Lynn Patterson concerning our lighting projects. The last information that I have received was that she had submitted the engineering work for Fairview Church Road to the NC Department of Transportation. She advised members that she would pursue a response from Lynn for an update on the upcoming projects.

Mr. McNeill discussed the process being used by Duke Power to have plans approved by NC Department of Transportation and the fact that Duke Power is not seeking the approval from the City of Trinity as to the placement of the lights.

Members and Mr. McNeill discussed the desire to have the opportunity to review, as well as Ms. Patterson's prior conversation concerning lighting standards.

Manager Bailie discussed conversation among some Council members concerning the possibility of developing a Lighting Ordinance. She discussed comments made during the Public Hearing concerning the lighting for the Guil-Rand Fire Department. As a result of this Guil-Rand agreed to install the same lighting as that at Hopewell School. This is a form of low lighting and satisfied the neighbors concerns about the lighting at this site. Fair Grove has also agreed to install the same type of lighting.

There was a brief discussion between members, Manager Bailie, and Mr. McNeill concerning the growth in the city and how residents react to lighting and the need to be neighbor friendly.

ITEM 7. Meeting With DOT (Update)

Manager Bailie reviewed the Summary of meeting with NCDOT representatives held April 4, 2006. (Below)

Summary of meeting with NCDOT representatives held April 4, 2006

Attendees: Mayor Fran Andrews, City Manager Ann Bailie, NCDOT Division Traffic Engineer Rob Stone, Deputy Division Traffic Engineer Jerry Porter

Finch Farm Rd. @I-85. Finch Farm Rd. from NC Hwy. 62 to Welborn Rd. is scheduled for resurfacing and re-marking within the next year. DOT will take a look at the reconfiguration plan recommended by Utilities Committee and Council, as well as the possibility of a left turn lane onto Welborn.

Raised lane markers. These are automatically installed in high traffic areas. DOT would like to know if there are some specific areas of concern.

Traffic Flow at Braxton Craven School. DOT will look at the traffic patterns at the school for a short term fix. Long term, "Municipal School Traffic Assurance" provides funding for improving problem school traffic problems. There is about a 2-year waiting list, but DOT will check to see if a report on our school has been completed.

To I-85 Signs. DOT explained that they are a part of the Trailblazing program, but agreed to take a look at the signs along NC Hwy. 62.

Surrett (Mendenhall Rd. Ext. (the dangerous dip): A temporary traffic light will be installed as part of a temporary rerouting of traffic to improve Eden Terrace at the RR tracks. DOT may consider ways to eliminate or reduce the sight problem at that time. Reroute runs from Surrett (toward High Point) to Mendenhall Rd. to Uwharrie to Fairfield to Surrett.

ITEM 8. Possible Expanded Committee Responsibilities

Manager Bailie discussed with members conversation between Mayor Andrews and her concerning this Committee's interest in expanding and becoming more than just a Utilities Committee. After conversation Manager Bailie suggested that if the members were interested that the name should be changed to an Infrastructure Committee that would assume additional responsibility.

Motion by Member Morrow to expand Committee responsibilities and change the committee name, seconded by Member Johnson and approved unanimously by all members present.

Additional Business

ITEM 9. Business From Committee Members

Member Campbell discussed the increased traffic of heavy vehicles on Fairview Church in relationship to the affect it had on traffic flow and damages to the road. Also discussed were the items that had fallen from these vehicles. Manager Bailie advised members that she would contact DOT and discuss these issues with them.

ITEM 10. Business From City Manager

Manager Bailie and Mr. McNeill discussed the progress of the school project and advised members that negotiations were underway between the County and the property owner. Mr. McNeill discussed the options of sewer disposal for this site and whether this would be pumped by the city pump or if the school would have their own system. Manager Bailie advised members the school site negotiations were for approximately 100 acres. There is an additional acreage of approximately 500 acres.

ITEM 11. Adjournment

With no other business to discuss, Chairman Brown called for a motion to adjourn the May 02, 2006 Regular Meeting of the Trinity Utilities Committee.

Motion to adjourn the May 02, 2006 Regular Meeting of the Trinity Utilities Committee by Member Grooms, seconded by member Campbell and approved unanimously by all Committee members present.

These minutes were approved as written by the Utilities Committee at their Regular Meeting on June 6, 2006 upon motion by Committee Member Callahan, seconded by Committee Member Campbell, and approved unanimously by all Committee Members present.